

**NEIGHBORHOOD PLAN AMENDMENT REVIEW SHEET**

**NEIGHBORHOOD PLAN:** University Hills/Windsor Park (Windsor Park) Combined

**CASE#:** NPA-2021-0023.01.SH

**DATE FILED:** July 30, 2021 (In-cycle)

**PROJECT NAME:** Manor Road and Northeast Drive

**PC DATE:** October 26, 2021

**ADDRESS:** 3209 Jack Cook Drive

**DISTRICT AREA:** 1

**SITE AREA:** 0.517 acres

**OWNER/APPLICANT:** AM1031, LLC (Managed by Anmol Mehra)

**AGENT:** Drenner Group, PC (Leah M. Bojo)

**CASE MANAGER:** Maureen Meredith, Housing and Planning Dept.

**PHONE:** (512) 974-2695

**STAFF EMAIL:** Maureen.Meredith@austintexas.gov

**TYPE OF AMENDMENT:**

**Change in Future Land Use Designation**

**From:** Single Family

**To:** Mixed Use

**Base District Zoning Change**

**Related Zoning Case:** C14-2021-0133.SH

**From:** SF-3-NP

**To:** LR-MU-V-NP

**NEIGHBORHOOD PLAN ADOPTION DATE:** August 9, 2007

**CITY COUNCIL DATE:**

**ACTION:**

Date pending

**PLANNING COMMISSION RECOMMENDATION:***October 26, 2021 -***STAFF RECOMMENDATION:** Staff supports the applicant's request for Mixed Use land use.**BASIS FOR STAFF'S RECOMMENDATION:** Staff supports Mixed Use land use because the property has frontage along Manor Road which is an activity corridor on the Imagine Austin Growth Concept map and there is Mixed Use land use adjacent to the property to the east.**MANOR ROAD & VICINITY**

Land Use Workshop held on May 20, 2006

At the land use workshop for Manor Road, neighborhood stakeholders envisioned Manor Road to be a pedestrian and bicycle-friendly street with a wide range of land uses. Stakeholders expressed that both the Springdale Shopping Center and the Loyola Business Park could be revitalized to be more attractive retail centers with additional area-wide and neighborhood-serving businesses.

The east side of the Loyola Lane / Manor Road intersection has the foundation to be a vibrant town center. There are several neighborhood oriented businesses and a police substation in the Loyola Lane Business Park. The University Hills Branch Library is just across Loyola Lane and is adjacent to an undeveloped green space. The Library could help coordinate use of this land if converted into a park (See parkland acquisition sites in the Appendix), or it could also be used as a location for expanding the Library.

For additional recommendations regarding bike lanes and sidewalks along Manor Road, see the Transportation Networks & Infrastructure Chapter. Also see the aerial photographs on Pages 48 and 49 for reference.

*Objective: Transform the Manor Road / Loyola Lane intersection to function as a "Town Center" for the University Hills neighborhood.*

**Recommendations:**

- Encourage mixed use redevelopment of the Loyola Business Park parcel (4700 Loyola Lane) by rezoning the site to allow for mixed use.
- Discourage non-pedestrian oriented uses on the Loyola Business Park parcel and nearby parcels with a conditional overlay to restrict these uses.
- If expansion of the University Hills Branch Library is proposed in the future, the City of Austin should consider the vacant site adjacent to the library for expansion of the library.

*Objective: Transform Manor Road into a pedestrian-friendly street with a mix of commercial and residential land uses.*

**Recommendations:**

- Maintain existing base zoning for commercial properties along Manor Road to continue to allow for a wide range of uses.
- Restrict some automobile-oriented uses, such as car repair shops and car washes, on sites not currently occupied with those uses.
- Support the designation of Manor Road as an Urban Roadway in the Design Standards and Mixed Use Subchapter to encourage the redevelopment of commercial properties with more pedestrian-friendly streetscape designs.



Springdale Shopping Center

*Objective: Preserve clusters of single family residential uses along Manor Road.*

**Recommendation:**

- Maintain single family zoning on residential parcels along Manor Road.

## **LAND USE DESCRIPTIONS**

### ***EXISTING LAND USE ON THE PROPERTY***

**Single family** - Detached or two family residential uses at typical urban and/or suburban densities.

### **Purpose**

1. Preserve the land use pattern and future viability of existing neighborhoods;
2. Encourage new infill development that continues existing neighborhood patterns of development; and
3. Protect residential neighborhoods from incompatible business or industry and the loss of existing housing.

### **Application**

1. Existing single-family areas should generally be designated as single family to preserve established neighborhoods; and
2. May include small lot options (Cottage, Urban Home, Small Lot Single Family) and two-family residential options (Duplex, Secondary Apartment, Single Family Attached, Two-Family Residential) in areas considered appropriate for this type of infill development.

***PROPOSED LAND USE ON THE PROPERTY***

**Mixed Use** - An area that is appropriate for a mix of residential and non-residential uses.

**Purpose**

1. Encourage more retail and commercial services within walking distance of residents;
2. Allow live-work/flex space on existing commercially zoned land in the neighborhood;
3. Allow a mixture of complementary land use types, which may include housing, retail, offices, commercial services, and civic uses (with the exception of government offices) to encourage linking of trips;
4. Create viable development opportunities for underused center city sites;
5. Encourage the transition from non-residential to residential uses;
6. Provide flexibility in land use standards to anticipate changes in the marketplace;
7. Create additional opportunities for the development of residential uses and affordable housing; and
8. Provide on-street activity in commercial areas after 5 p.m. and built-in customers for local businesses.

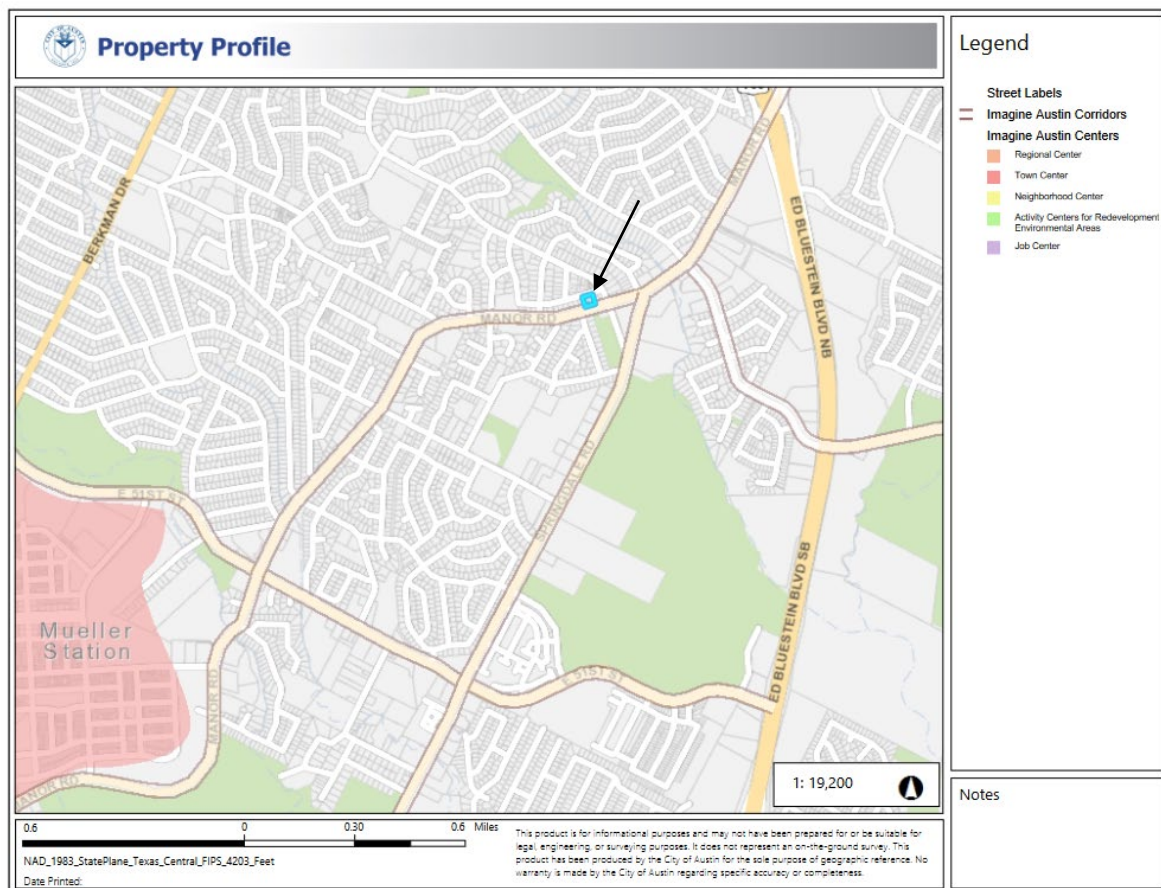
**Application**

1. Allow mixed use development along major corridors and intersections;
2. Establish compatible mixed-use corridors along the neighborhood's edge
3. The neighborhood plan may further specify either the desired intensity of commercial uses (i.e. LR, GR, CS) or specific types of mixed use (i.e. Neighborhood Mixed Use Building, Neighborhood Urban Center, Mixed Use Combining District);
4. Mixed Use is generally not compatible with industrial development, however it may be combined with these uses to encourage an area to transition to a more complementary mix of development types;
5. The Mixed Use (MU) Combining District should be applied to existing residential uses to avoid creating or maintaining a non-conforming use; and
6. Apply to areas where vertical mixed use development is encouraged such as Core Transit Corridors (CTC) and Future Core Transit Corridors.

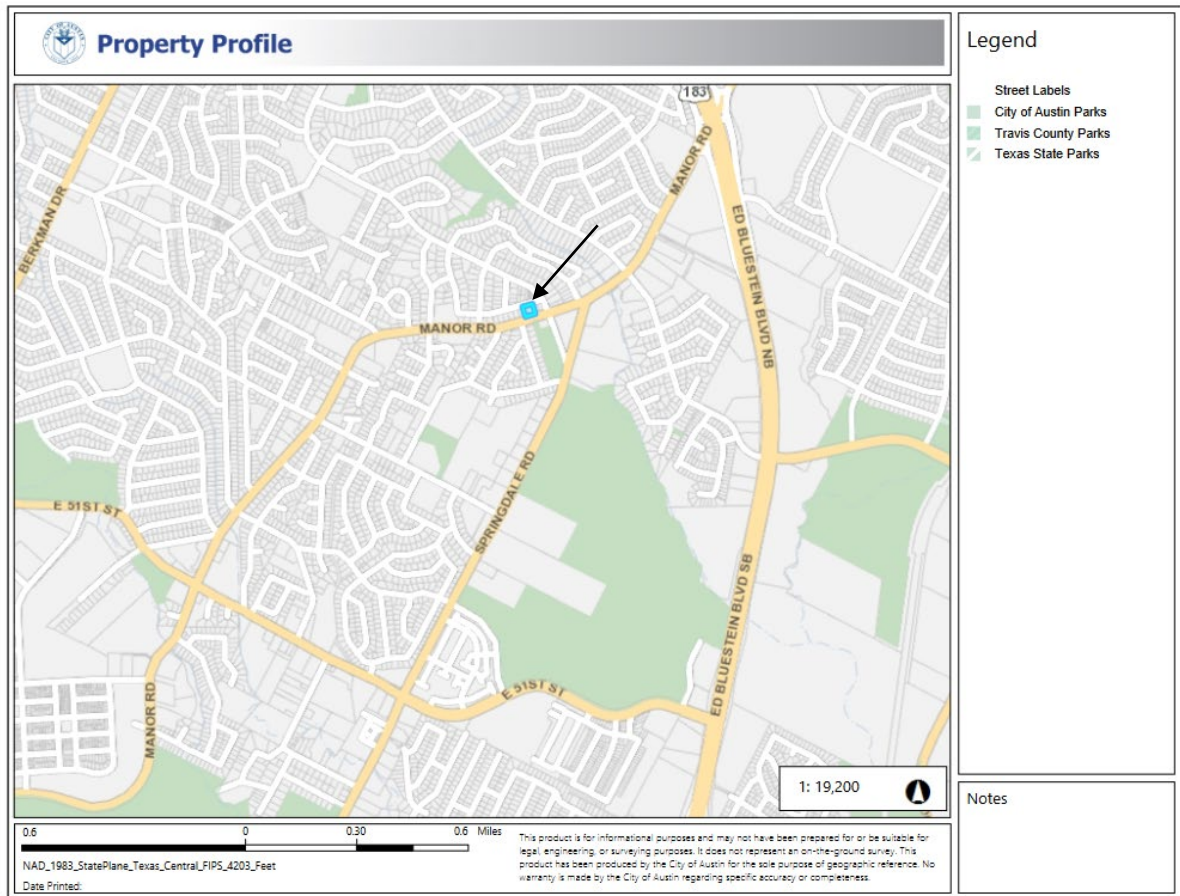
### **IMAGINE AUSTIN PLANNING PRINCIPLES**

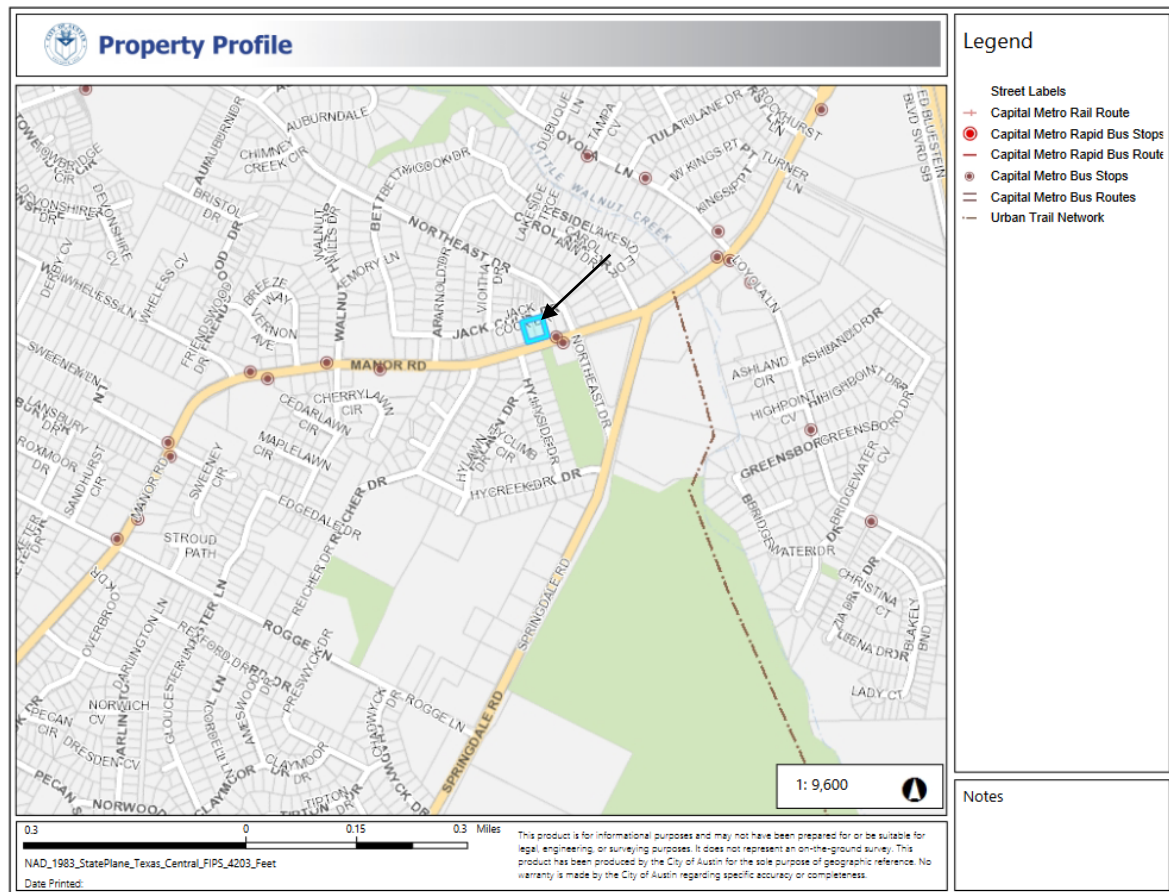
1. Create complete neighborhoods across Austin that provide a mix of housing types to suit a variety of household needs and incomes, offer a variety of transportation options, and have easy access to daily needs such as schools, retail, employment, community services, and parks and other recreation options.
  - ***The applicant proposes a small mixed-use development with approximately 10 dwelling units with ground-floor retail facing Manor Road. The existing single-family home is proposed to be preserved. The property is near commercial uses, a public school, and several city parks.***
2. Support the development of compact and connected activity centers and corridors that are well-served by public transit and designed to promote walking and bicycling as a way of reducing household expenditures for housing and transportation.
  - ***The property has frontage on Manor Road which is an activity corridor with public transportation, sidewalks and bike lanes.***
3. Protect neighborhood character by ensuring context-sensitive development and directing more intensive development to activity centers and corridors, redevelopment, and infill sites.
  - ***The property has frontage on Manor Road which is an activity corridor.***
4. Expand the number and variety of housing choices throughout Austin to meet the financial and lifestyle needs of our diverse population.
  - ***The applicant proposes to build a small mixed-use development with approximately 10 units and ground floor retail.***
5. Ensure harmonious transitions between adjacent land uses and development intensities.
  - ***Mixed Use land use is appropriate in this location because the property has frontage of Manor Road which is an activity corridor where mixed use is appropriate. The adjacent property to the east has Mixed Use land use.***
6. Protect Austin's natural resources and environmental systems by limiting land use and transportation development over environmentally sensitive areas and preserve open space and protect the function of the resource.
  - ***The property is within the Desired Development Zone.***
7. Integrate and expand green infrastructure—preserves and parks, community gardens, trails, stream corridors, green streets, greenways, and the trails system—into the urban environment and transportation network.
  - ***Within walking distance is the Dottie Jordon Neighborhood Park, the Little Walnut Creek Greenbelt and the Pecan Springs School Park.***
8. Protect, preserve and promote historically and culturally significant areas.

- *To staff's knowledge there is no historic or cultural significance to this property.*
9. Encourage active and healthy lifestyles by promoting walking and biking, healthy food choices, access to affordable healthcare, and to recreational opportunities.
- *The property has frontage on Manor Road and Jack Cook Drive and is within walking distance to commercial uses.*
10. Expand the economic base, create job opportunities, and promote education to support a strong and adaptable workforce.
- *The proposed commercial uses could provide a limited number of jobs.*
11. Sustain and grow Austin's live music, festivals, theater, film, digital media, and new creative art forms.
- *Not applicable.*
12. Provide public facilities and services that reduce greenhouse gas emissions, decrease water and energy usage, increase waste diversion, ensure the health and safety of the public, and support compact, connected, and complete communities.
- *Not applicable.*









## IMAGINE AUSTIN GROWTH CONCEPT MAP

### Definitions

**Neighborhood Centers** - The smallest and least intense of the three mixed-use centers are neighborhood centers. As with the regional and town centers, neighborhood centers are walkable, bikable, and supported by transit. The greatest density of people and activities in neighborhood centers will likely be concentrated on several blocks or around one or two intersections. However, depending on localized conditions, different neighborhood centers can be very different places. If a neighborhood center is designated on an existing commercial area, such as a shopping center or mall, it could represent redevelopment or the addition of housing. A new neighborhood center may be focused on a dense, mixed-use core surrounded by a mix of housing. In other instances, new or redevelopment may occur incrementally and concentrate people and activities along several blocks or around one or two intersections. Neighborhood centers will be more locally focused than either a regional or a town center. Businesses and services—grocery and department stores, doctors and dentists, shops, branch libraries, dry cleaners, hair salons, schools, restaurants, and other small and local businesses—will generally serve the center and surrounding neighborhoods.



**Town Centers** - Although less intense than regional centers, town centers are also where many people will live and work. Town centers will have large and small employers, although fewer than in regional centers. These employers will have regional customer and employee bases, and provide goods and services for the center as well as the surrounding areas. The buildings found in a town center will range in size from one-to three-story houses, duplexes, townhouses, and rowhouses, to low-to midrise apartments, mixed use buildings, and office buildings. These centers will also be important hubs in the transit system.

**Job Centers** - Job centers accommodate those businesses not well-suited for residential or environmentally- sensitive areas. These centers take advantage of existing transportation infrastructure such as arterial roadways, freeways, or the Austin-Bergstrom International airport. Job centers will mostly contain office parks, manufacturing, warehouses, logistics, and other businesses with similar demands and operating characteristics. They should nevertheless become more pedestrian and bicycle friendly, in part by better accommodating services for the people who work in those centers. While many of these centers are currently best served by car, the growth Concept map offers transportation choices such as light rail and bus rapid transit to increase commuter options.

**Corridors** - Activity corridors have a dual nature. They are the connections that link activity centers and other key destinations to one another and allow people to travel throughout the city and region by bicycle, transit, or automobile. Corridors are also characterized by a variety of activities and types of buildings located along the roadway — shopping, restaurants and cafés, parks, schools, single-family houses, apartments, public buildings, houses of worship, mixed-use buildings, and offices. Along many corridors, there will be both large and small redevelopment sites. These redevelopment opportunities may be continuous along stretches of the corridor. There may also be a series of small neighborhood centers, connected by the roadway. Other corridors may have fewer redevelopment opportunities, but already have a mixture of uses, and could provide critical transportation connections. As a corridor evolves, sites that do not redevelop may transition from one use to another, such as a service station becoming a restaurant or a large retail space being divided into several storefronts. To improve mobility along an activity corridor, new and redevelopment should reduce per capita car use and increase walking, bicycling, and transit use. Intensity of land use should correspond to the availability of quality transit, public space, and walkable destinations. Site design should use building arrangement and open space to reduce walking distance to transit and destinations, achieve safety and comfort, and draw people outdoors.

**BACKGROUND:** The plan amendment application was filed on July 20, 2021 which is in-cycle for neighborhood planning areas located on the east side of I.H.-35.

The applicant proposes to change the future land use map (FLUM) from Single Family to Mixed Use land use for a multifamily residential development with ground-floor retail.

The applicant proposes to change the zoning from SF-3-NP (Family Residence district) to LR-MU-V-NP (Neighborhood Commercial district -Mixed Use combining district-Vertical

Mixed Use Building combining district- Neighborhood Plan combining district. For more information on the proposed zoning, please see zoning case report C14-2021-0133.SH.

**PUBLIC MEETINGS:** The ordinance-required community meeting was virtually held on September 16, 2021. The recorded meeting can be found at <https://www.speakupaustin.org/npa>. Approximately 455 meeting notices were mailed to people who own property or have a utility account within 500 feet of the property, in addition to neighborhood and environmental groups who requested notification for the area on the City's Community Registry. Two staff members attended the meeting, Mark Walters and Maureen Meredith, in addition to two people associated with the application, Leah Bojo and Anaiah Johnson, agents from Drenner Group, PC. Seven people from the neighborhood also attended the virtual meeting.

After staff gave a brief presentation outlining the applicant's plan amendment and zoning change requests, Leah Bojo, the applicant's agent, provided the following information.

- The intention is to keep the house that faces Jack Cook Road but to remove the pool and to put the mixed-use project on the back of the lot facing Manor Road.
- We are committed to 40% of the units at 80% of MFI, which is the S.M.A.R.T. Housing program. We have agreed to with a 40-year term for the rental.
- We propose pedestrian oriented uses with the housing units above, about 10 dwelling units.
- We are requesting the same zoning as the adjacent lot to the east zoned LO-MU-V-CO-NP with the same conditional use overlay. This other lot prohibits service stations, so we are OK with prohibiting this use and we are open to also talk to you about other uses you might want to prohibit.
- The lot adjacent to the west is proposed for an Affordability Unlocked development for housing for refugees called Casa Marianella.
- We believe this rezoning will serve a seamless transition between land uses.
- Property is on the Capital Metro bus route 20.

***Q: I'm concerned about the parking, if you're going to keep the house where will the parking be?***

A: We are probably talking about ten residential units over first floor pedestrian-oriented mixed use, so parking is something we will have to figure out because the site is tight and is constrained. We are hoping to keep the house, but parking may be a limiting factor on how many units we can fit on the site, we might have to wait until the site planning stage.

***Q: Doesn't that SF-3 adjacent zoning and use trigger compatibility standards?***

A: Yes, compatibility standards will be triggered by the surrounding single family uses and zoning.

***Q: Is there a height limit?***

A: The maximum height limit under the LR zoning is 40 feet. I don't know yet if we will be able to reach that with compatibility, but we will essentially meet whatever requirement is more restrictive.

***Q: How do we ensure that this VMU zoning designation that is intended to provide ground floor commercial street frontage facing Manor Road will happen?***

A: With the VMU ordinance we would have to follow the rules. I know the City allows live/work units to meet the first-floor commercial requirements as long as the first floor meets commercial standards, but our intent is to put commercial uses on the first floor and to not have live/work substitutions.

***Q: I know that the developer for this project is AM 1031, I'm just wondering if you could provide the neighborhood any information about other projects that they've done in the neighborhood?***

A: This site is owned by an LLC. The person is named Anmol Mehra, has done some other projects around town but I don't know if he's done any in your neighborhood. I'm happy to talk to him to get that information to you.

***Q: Is compatibility required between the existing house to remain, and the new mixed-use building?***

A: It would not, if we did a site plan that included all of it on one site.

***Q: A lot of times these projects lose the integrity of the neighborhood, so how is the developer going to take that into consideration and what does the affordability look like?***

A: One of the major reasons the developer wants to keep the single family home is to keep the integrity of the neighborhood, to have the single family home facing Jack Cook Drive and the pedestrian-oriented uses facing Manor Road where it's appropriate for higher density and where there transit service. For affordability, we are committing to at least 40% of the units at 80% MFI for a 40-year term.

***Q: Where will your access be, will it be on Manor Road or Jack Cook Drive?***

A: We don't know yet where the access will be, we need to talk to the City. If we keep the house, then the house will have access on Jack Cook Drive. We don't know yet if the City will let us take access on Manor Road for the other portion.

***Q: Is the adjacent property owned by the same owner/developer? ...if so, wouldn't it be useful to rezone both lots, to avoid compatibility issues between the 2 lots? Maybe allowing for a more creative solution that fits better in the neighborhood - uses some common driveways, etc.?***

A: This site is owned by the same person but it's not the same LLC. The other lot to the west is using Affordability Unlocked so we decided to just leave this one out of the zoning. That does not mean that there couldn't be some sort of shared elements included, such as driveway or other things. We're just not far enough down the line in the process to know yet exactly how they work together but they will be complementary.

***Q: If the existing house is saved, will it stay as a single-family home or will it be split into multiple dwelling units?***

A: I don't know the answer to that, but it's possible it could be made into two units because it's a big house.

***Q: One concern I have is, with the proposed zoning of LR-MU-V-NP, if the developer of decides build under the MU and not the VMU, there is no requirement for commercial uses and the property could be built with only multifamily uses.***

A: If the owner decides to keep the existing single-family home, the MU is probably necessary to preserve the house.

***Q: Have you met with the neighborhood associations?***

A: We met with Rodney Hart and his group on Monday before this meeting and we plan to meet with Seth Fowler and the neighbors across the street as well, so this is definitely a priority of ours.

**Comments:**

- The vertical mixed use brings a lot of bonuses to the table. It's my understanding that they don't have to develop under VMU, if they don't then those bonuses are not going to be there.
- I would like to suggest against live/work on Manor Road because the live/work units don't necessarily get converted into commercial, so it can be another way of just doing housing and not doing commercial.

# S.M.A.R.T. Housing Letter



## City of Austin

P.O. Box 1088, Austin, TX 78767  
[www.cityofaustin.org/housing](http://www.cityofaustin.org/housing)

### Housing and Planning Department S.M.A.R.T. Housing Program

8/5/2021

S.M.A.R.T. Housing Certification  
 AM1031, LLC  
 3209 Jack Cook Drive (ID 817)

#### TO WHOM IT MAY CONCERN:

AM1031, LLC (development contact Leah Bojo; ph: 512-807-2918; email: lbojo@drennergroupp.com) is planning to develop a 10-unit condo development at 3209 Jack Cook Drive (Tract 2), Austin, Texas 78723.

This SMART Housing certification letter only applies to development on Tract 2, located at 3209 Jack Cook Drive. Tract 1, located at 6304 Manor Road, has been certified under the Affordability Unlocked program as a separate development and is subject to the requirements detailed in the executed land use agreement. Since the development that is proposed in this SMART Housing certification letter is different than what is approved under the Affordability Unlocked agreement, Tract 1 is not eligible at this time to be certified under the SMART Housing program. The legal descriptions for Tract 1 and Tract 2 are included in Attachment 1.

Four (4) of the units will be sold to households at or below 80% Median Family Income (MFI). The project will be subject to a minimum 1-year affordability period after issuance of a certificate of occupancy, unless funding requirements are longer.

The Housing and Planning Department (HPD) certifies the proposed project meets the S.M.A.R.T. Housing standards at the pre-submittal stage. Since 40% (4) of the units will serve households at 80% MFI, the development will be eligible for 100% waiver of fees listed in Land Development Code, Chapter 25-1-704, as amended or other fees waived under a separate ordinance except for Austin Water Utility (AWU) Capital Recovery Fees. This development is not fully in accordance with the requirements under the Texas Local Government Code, Chapter 395.16(g) and 42 U.S.C. Section 12745 (A)(1) as it relates to how housing qualifies as affordable housing and therefore 6 of the 10 units will not be eligible to receive Austin Water Utility Capital Recovery Fee (CRF) waivers. The expected fee waivers include, but are not limited to, the following fees:

~~AWU Capital Recovery Fees~~  
 Building Permit  
 Site Plan Review  
 Construction Inspection  
 Demolition Permit Fee

Concrete Permit  
 Electrical Permit  
 Subdivision Plan Review  
 Parkland Dedication Fee  
 (by separate ordinance)  
 Regular Zoning Fee

Mechanical Permit  
 Plumbing Permit  
 Zoning Verification  
 Land Status Determination  
 Building Plan Review

Prior to issuance of building permits and starting construction, the developer must:



- ◆ Obtain a signed Conditional Approval from the Austin Energy Green Building Program stating that the plans and specifications for the proposed development meet the criteria for a Green Building Rating. (Contact Austin Energy Green Building: 512-482-5300 or [greenbuilding@austinenenergy.com](mailto:greenbuilding@austinenenergy.com)).
- ◆ Submit plans demonstrating compliance with the required accessibility or visitability standards.

**Before a Certificate of Occupancy will be granted, the development must:**

- ◆ Pass a final inspection and obtain a signed Final Approval from the Green Building Program. (Separate from any other inspections required by the City of Austin or Austin Energy).
- ◆ Pass a final inspection to certify that the required accessibility or visitability standards have been met.
- ◆ An administrative hold will be placed on the building permit, until the following items have been completed: 1) the number of affordable units have been finalized and evidenced through a sealed letter from project architect and/or engineer, 2) a Restrictive Covenant stating the affordability requirements and terms has been filed for record at the Travis County Clerk Office.

The applicant must demonstrate compliance with S.M.A.R.T. Housing standards after the certificate of occupancy has been issued or repay the City of Austin, in full, the fees waived for this S.M.A.R.T. Housing certification.

Please contact me by phone 512.974.3462 or by email at [nathan.jones@austintexas.gov](mailto:nathan.jones@austintexas.gov) if you need additional information.

Sincerely,



Nathan Jones, Project Coordinator  
Housing and Planning Department

Cc: Kristin Martinez, AE

Jonathan Orenstein, AWU

Mashell Smith, ORS

**Attachment 1: Tract 1 and Tract 2 Legal Description**

Attachment 1: Tract 1 and Tract 2 Legal Description

Tract 1:

Legal Description: LOT 6 LESS N 5FT WALNUT HILLS SEC 5

Parcel ID: 0221240201

Tract 2:

Legal Description: LOT 7 & 8 WALNUT HILLS SEC 5

Parcel ID: 0221250303

**Application Summary Letter**

Leah Bojo  
lbojo@drennergroupp.com  
512-807-2918

**DRENNER**  
**GROUP**

August 6, 2021

Ms. Rosie Truelove  
Housing and Planning Department  
City of Austin  
1000 E 11<sup>th</sup> Street  
Austin, TX 78702

Via Electronic Delivery

Re: Manor Road and Northeast Drive – Zoning and Neighborhood Plan Amendment application for the approximately 0.517-acre property located at the northwest corner of Manor Road and Northeast Drive, in Austin, Travis County, Texas (the “Property”)

Dear Ms. Truelove:

As representatives of the owner of the Property, we respectfully submit the enclosed Zoning and Neighborhood Plan Amendment (NPA) application packages. The project is titled Manor Road and Northeast Drive and is approximately 0.517 acres of land, located at the northwest corner of Manor Road and Northeast Drive. The Property is in the Full Purpose Jurisdiction of the City of Austin.

The Property is currently zoned SF-3-NP (Family Residence – Neighborhood Plan). The requested rezoning is from SF-3-NP to LR-MU-V-NP (Neighborhood Commercial – Mixed Use – Vertical Mixed Use – Neighborhood Plan). The Property is a through lot with frontage on both Jack Cook Drive and Manor Road and is currently developed with a single-family residential use. The purpose of the rezoning is to allow higher residential density along with a mix of uses for a more seamless transition along Manor Road. The project is certified to participate in the City of Austin’s SMART Housing Program. The property to the east is zoned LR-MU-V-CO-NP. The property to the west is zoned SF-3-NP and has been approved to participate in the City’s Affordability Unlocked program. We are open to accepting the conditional overlays consistent with those on the property to the east.

The Property is located in the Windsor Park NPA, part of the University Hills and Windsor Park Combined NPA. The Future Land Use Map (FLUM) requires an amendment to change the designation from Single Family to Mixed Use. Accompanying the zoning application is a NPA application.

This proposed rezoning and NPA aligns with the University Hills and Windsor Park NPA’s stated goal of encouraging a diversity of housing options at various levels of affordability dispersed throughout the neighborhood.


August 6, 2021

Page 2

The Traffic Impact Analysis ("TIA") has been waived until site plan, per the attached TIA waiver dated July 22, 2021 and executed by Amber Hutchens.

Please let me know if you or your team members require additional information or have any questions. Thank you for your time and attention to this project.

Sincerely,



Leah M. Bojo

cc: Jerry Rusthoven, Housing and Planning Department (*via electronic delivery*)  
Joi Harden, Housing and Planning Department (*via electronic delivery*)  
Heather Chaffin, Housing and Planning Department (*via electronic delivery*)  
Maureen Meredith, Housing and Planning Department (*via electronic delivery*)

**Letter of Recommendation from the Neighborhood  
Plan Contact Team (NPCT)**

(No letter received as of October 18, 2021)

**From:** Meredith, Maureen

**Sent:** Tuesday, October 19, 2021 11:16 AM

**To:** sspeir@[REDACTED]; carol\_kent@[REDACTED]; attuner18@[REDACTED]  
m.bienemann@[REDACTED] info@[REDACTED]  
kennydiamond63@[REDACTED]; rem@[REDACTED]; conor@[REDACTED]  
lanieb23@[REDACTED] goldenwaytermite@[REDACTED]; ebrian@[REDACTED]  
msgunning@[REDACTED]; themagicash@[REDACTED]; krivon@[REDACTED]  
**Cc:** Leah Bojo <lbojo@drennergroupp.com>; Anaiah Johnson  
<ajohnson@drennergroupp.com>; Chaffin, Heather <Heather.Chaffin@austintexas.gov>  
**Subject:** RE: Windsor Park NPCT Rec: NPA-2021-0023.01.SH\_3209 Jack Cook Dr.

Dear Windsor Park NPCT:

This is a friendly reminder about the deadline today to submit your team's letter of recommendation.

Maureen

\*\*\*\*\*

**From:** Meredith, Maureen

**Sent:** Monday, October 11, 2021 5:46 PM

**To:** sspeir@[REDACTED]; carol\_kent@[REDACTED]; attuner18@[REDACTED]  
m.bienemann@[REDACTED] info@[REDACTED]  
kennydiamond63@[REDACTED]; rem@[REDACTED]; conor@[REDACTED]  
lanieb23@[REDACTED] goldenwaytermite@[REDACTED]; ebrian@[REDACTED]  
msgunning@[REDACTED]; themagicash@[REDACTED]; krivon@[REDACTED]  
**Cc:** Leah Bojo <lbojo@drennergroupp.com>; Anaiah Johnson  
<ajohnson@drennergroupp.com>; Chaffin, Heather <Heather.Chaffin@austintexas.gov>  
**Subject:** Windsor Park NPCT Rec: NPA-2021-0023.01.SH\_3209 Jack Cook Dr.  
**Importance:** High

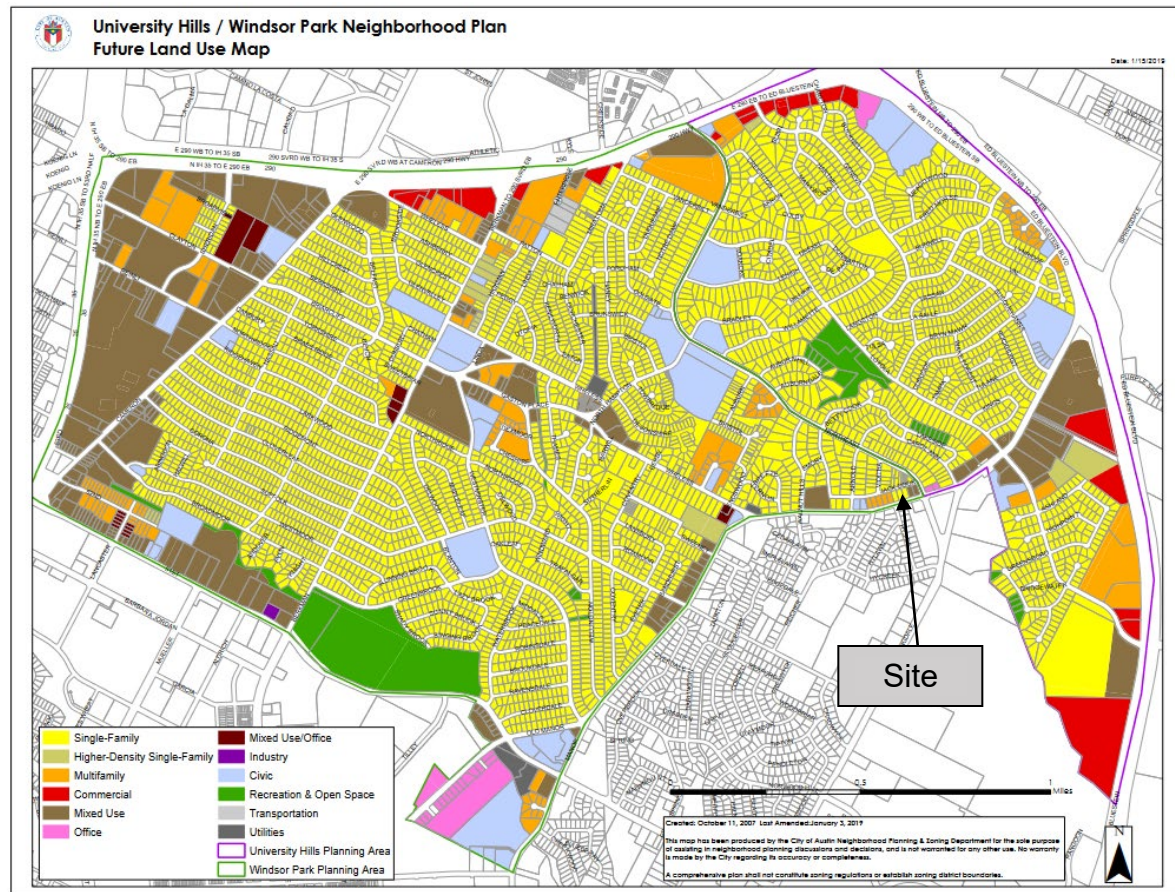
Dear Windsor Park NPCT:

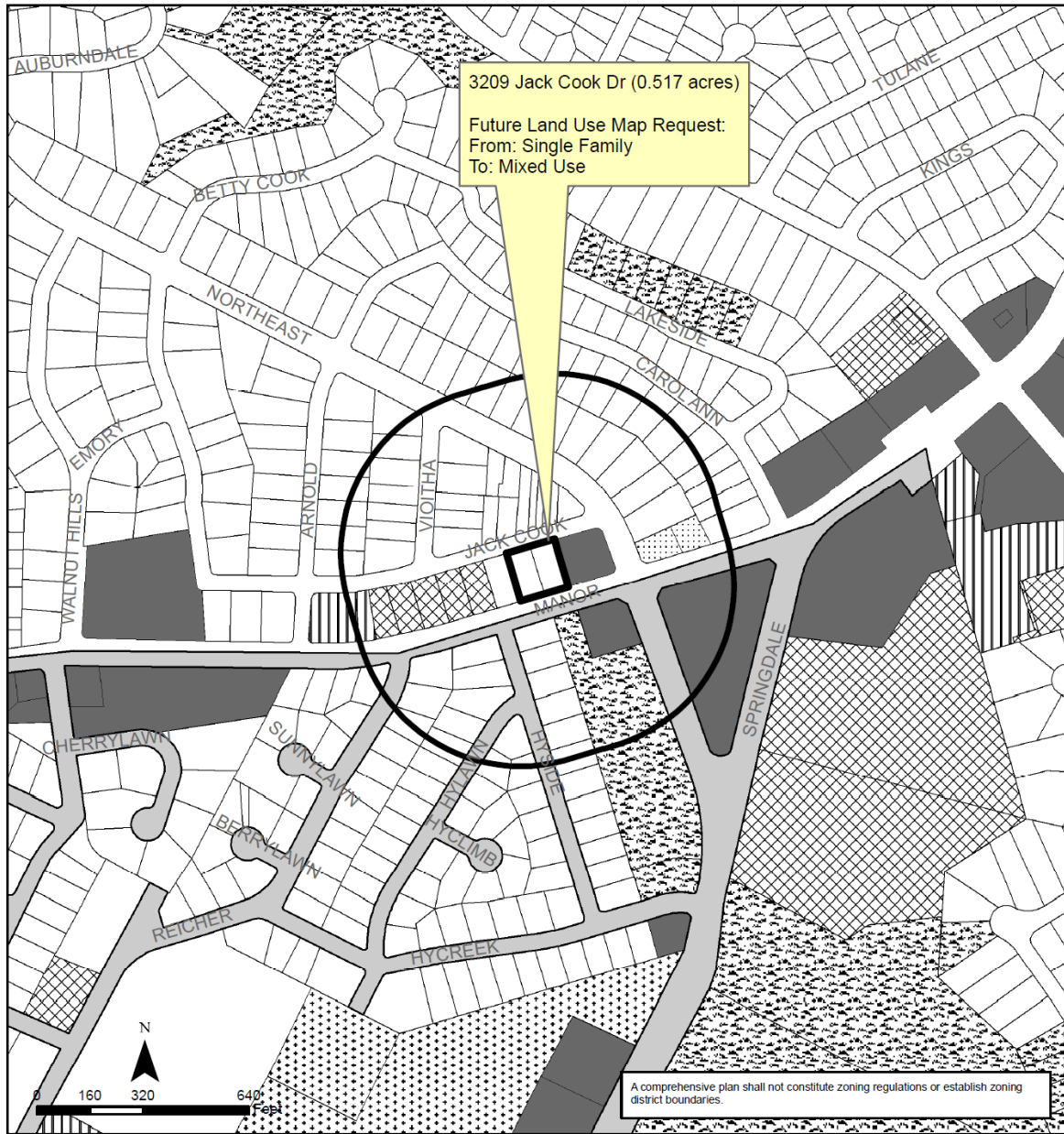
The plan amendment (NPA-2021-0023.01.SH) and zoning case (C14-2021-0133.SH) for 3209 Jack Cook Drive are scheduled for the **October 26, 2021 Planning Commission hearing date**. If your team would like your letter of recommendation added to the staff case reports, please email it to me and Heather Chaffin **no later than Tuesday, October 19, 2021 by 4:30 p.m.** If we get the letter after that date and time, it will not be in the staff reports but will be submitted as late back up to the Planning Commissioners.

Thanks.

Maureen







**University Hills/Windsor Park Combined (Windsor Park)  
Neighborhood Planning Area  
NPA-2021-0023.01.SH**

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

This product has been produced by the Housing and Planning Department for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.

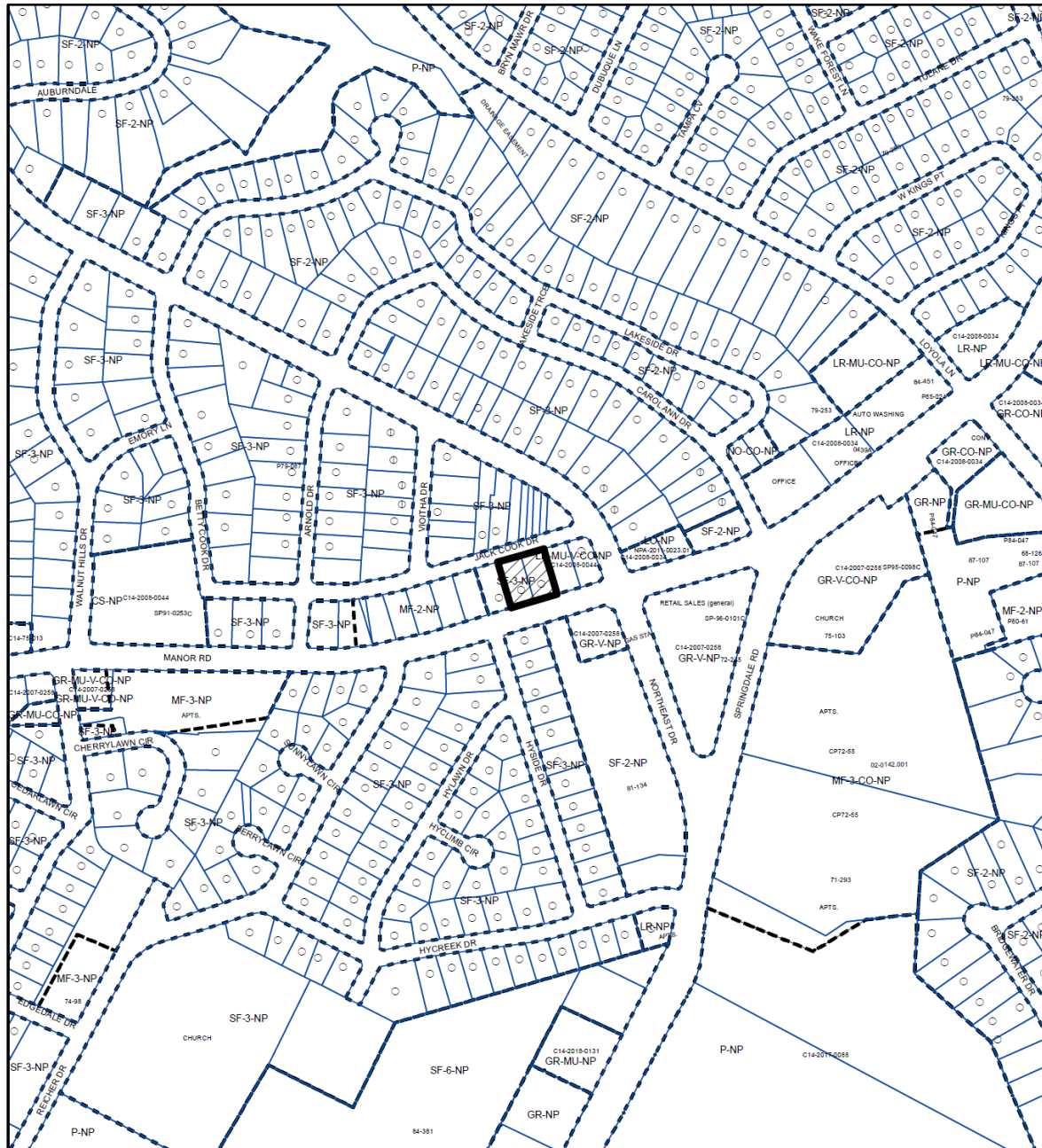


City of Austin  
Housing and Planning Department  
Created on 8/9/2021, by: MeeksS

**Future Land Use**

	Subject Tract		Multi-Family
	500 ft. notif. boundary		Office
	Civic		Recreation & Open Space
	Mixed Residential		Single-Family
	Mixed Use		Transportation





- SUBJECT TRACT
- PENDING CASE
- ZONING BOUNDARY

1" = 400'

### ZONING

ZONING CASE#: C14-2021-0133.SH

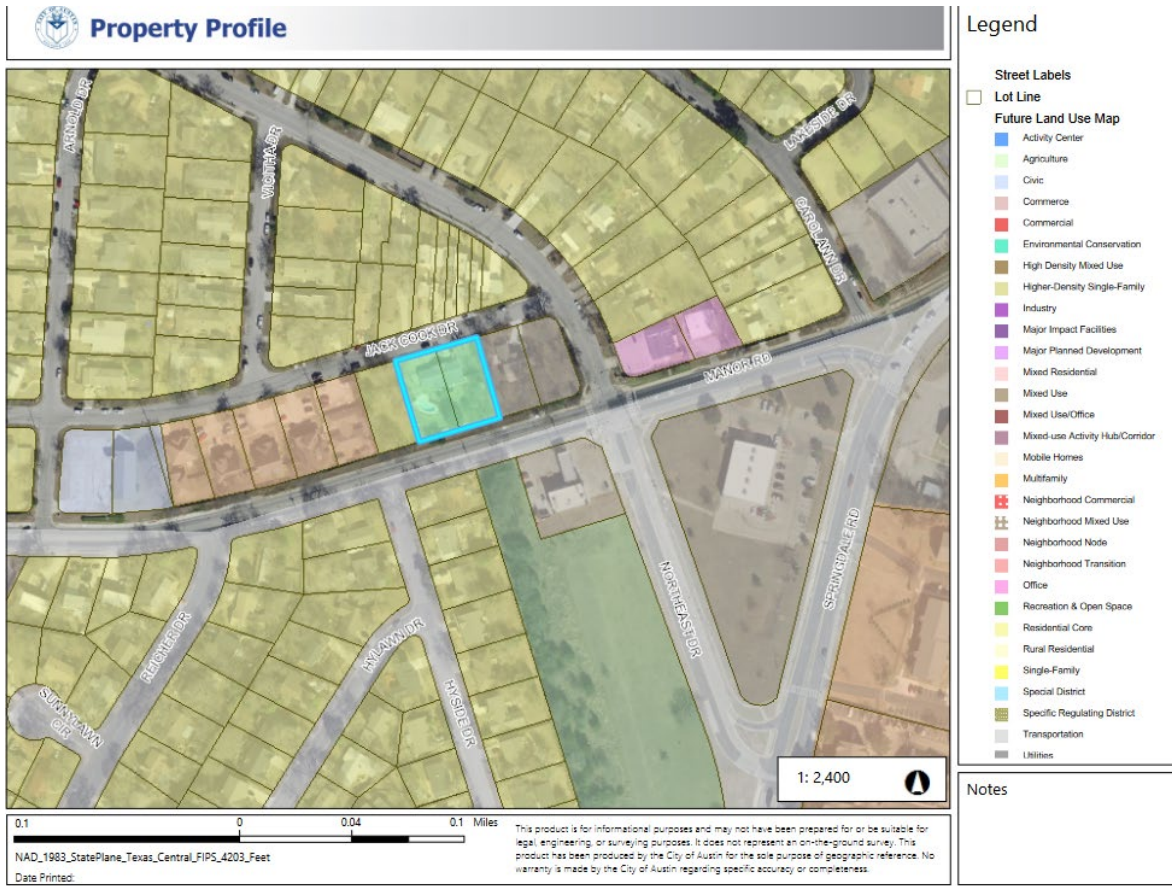
This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

This product has been produced by the Housing and Planning Department for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or

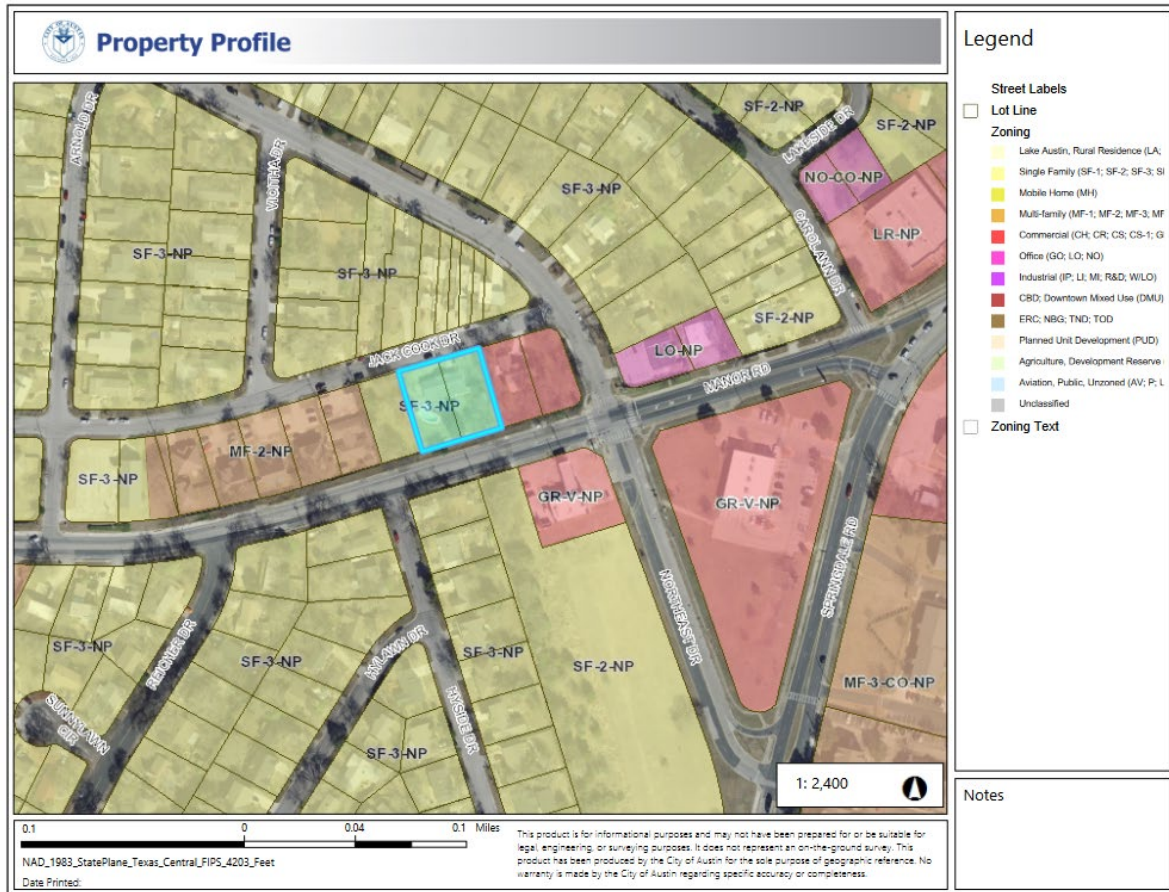


Created: 8/9/2021



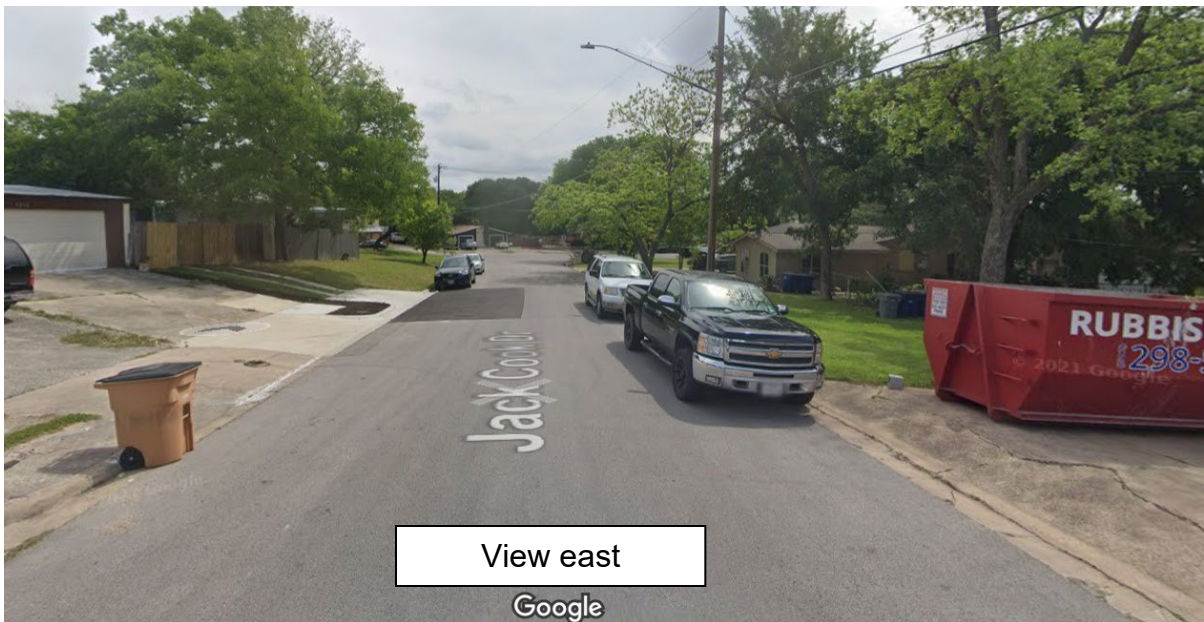










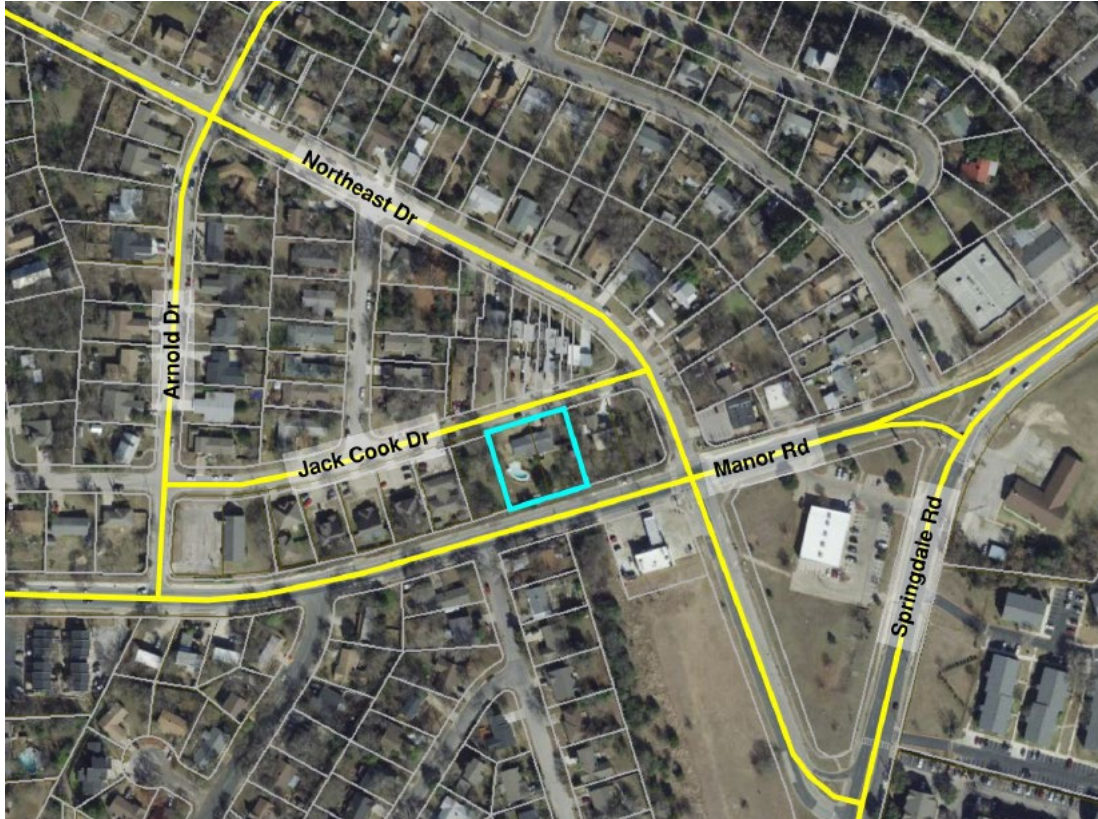






Applicant's Presentation at the September 16,  
2021 Community Meeting

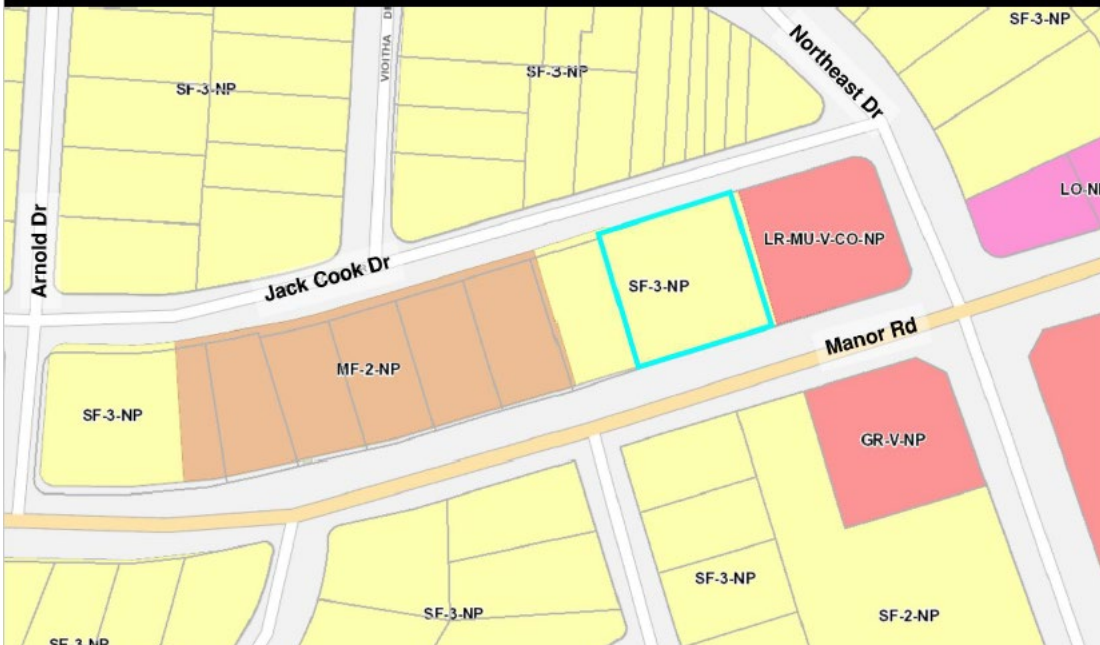
## Manor Road & Northeast Drive

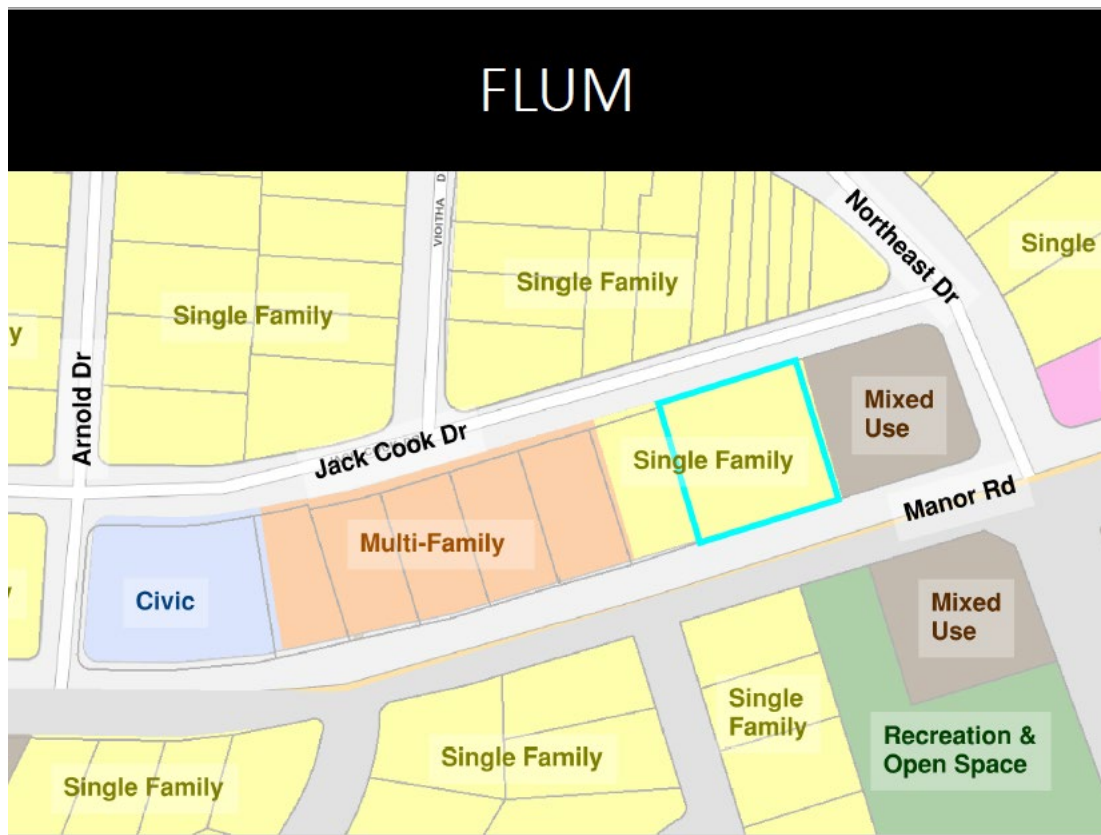






## Current Zoning





## Site Details

- 0.517 acres
- Developed as Single-Family Residential use
- Located on Urban Roadways (Manor Road and Jack Cook Drive)
- Capital Metro stop on Manor Road approximately 50 feet east of Property
  - Route 20

## Current / Requested Entitlements

### Current Zoning

- Family Residence – Neighborhood Plan (SF-3-NP)

### Requested Zoning

- Neighborhood Commercial – Mixed Use – Vertical Mixed Use – Neighborhood Plan (LR-MU-V-NP)

## Request

We respectfully request your support for the proposed zoning from SF-3-NP to LR-NP and FLUM change from Single Family to Mixed Use.